

**DRAFT TERMS OF REFERENCE FOR HIRING CONSULTANT(S)**  
**NAVSARI AGRICULTURAL UNIVERSITY, NAVSARI, GUJARAT, INDIA**

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**Title of the position: Short term subject consultant (Automated Dairy Unit)**

**The Client: Navsari Agricultural University, Navsari, Gujarat, India**

**Reporting Lines: Principal Investigator & Nodal Officer CAAST, O/o DR & Dean PGS, University Bhavan, NAU, Navsari-396 450, Gujarat, India**

Particular	Contents/Comments
<b>1) Background information on the project and the assignment</b>	<p><b>The Organization :</b> Navsari Agricultural University, a state agricultural university was established in the year 2004 with the enactment of Act No. 5 of 2004 (Gujarat Agricultural Universities Act, 2004) and mandated to work in the field of higher education in different Agriculture and allied sciences like Agriculture, Horticulture, Forestry, Veterinary Sciences and Animal Husbandry, Agribusiness Management, Agricultural Engineering Food Processing Technology, Biotechnology, Fisheries <i>etc.</i>; as well as contribute in the location specific research in agricultural field and also act as a nodal agency for the extension of developed technologies to the end users such as farmers, consumers, entrepreneurs <i>etc.</i></p> <p><b>The Project :</b> Indian Council of Agricultural Research is the premier body working under Ministry of Agriculture, Cooperation and Farmer Welfare, Government of India (GoI) which is handling core issue of regulation and development basic and higher education, research and extension activities in agriculture and allied field.</p> <p>The Indian Council of Agricultural Research (ICAR) in collaboration with the World Bank has enunciated a series of projects to revamp the national research, extension and innovation systems. The National Agricultural Higher Education Project has been conceived to enable the agricultural education system catch up nationally and internationally with the peers. This project is aimed at enhancing the capability of best of the agricultural universities in the country (like the DUs in the ICAR system) to become globally relevant and competitive by investing in chosen core activities that have a bearing on their reckoning to be counted in the race. This project has several components and subcomponents. However, Navsari Agricultural University had obtained a project entitled “<b>Establishment of Secondary Agriculture Unit for Skill Development in Students and Farmers at NAU, Navsari</b>” in subcomponent Investments in Centres for Advanced Agricultural Science and Technology (CAAST) on June 13, 2018. The objectives of this project are to acquaint PG students, faculty members and technical project staff with latest technologies in different spheres of secondary agriculture, capacity building, competency development, product development and its commercialization. This project shall focus on Processing and Waste Utilization in Horticultural Produce; Scientific Utilization of Non-Timber Forest Products and Medicinal and Aromatic Plants, Establishment of Small-Scale Climate Resilient Dairy Unit and Pesticide Residue Analysis from agricultural and other food commodities.</p>

	<p><b>Background for Consultancy:</b></p> <p>The CAAST project sub unit will seek advisory services to a person that match the criteria and provide assistance to CAAST project (sub unit: <b>Establishment of Small-Scale Climate Resilient Dairy Farm Unit</b>) team members to develop layout plans, bidding process and establishment of climate resilient mechanized indigenous dairy cattle farm unit at NAU, Navsari. The dairy consultant will help in selection and procuring elite dairy animals from various farms/farmers herd. The dairy consultant will engage with national and international experts in various fields of expertise such as animal feeding, veterinary medicine and dairy farm management and provide support to the project and to have linkage with them. The dairy consultant will render his expertise in various training, seminars, workshops to be organized under this project sub unit. He will also remain involved with formulation of various research activities and development of various product diversification methods/techniques involving milk and by-products.</p>
<p><b>2) Precise statement of the objectives of assignment</b></p>	<p>The Project envisages educating the students with basic and applied concept of small scale, climate resilient modern indigenous dairy cattle farming unit. It aims to adopt need-based climate change mitigation strategy for small scale modern indigenous dairy cattle farming for improved cattle welfare through eco-friendly approaches and to improve the profit maximization through product diversification involving milk products and by-products of dairy cattle farming system. Overall it aims to establish a model small-scale climate resilient dairy unit which will provide an opportunity for skill-oriented training programme for students, to explore newer technique/methods/protocol/housing design for climate resilient dairy farming and to look out for potentials of product diversification as income maximizing tool.</p> <p>The dairy consultant will provide assistance to this CAAST project sub unit members to fulfil the following objectives:</p> <ol style="list-style-type: none"> <li>i. Assistance in development of layout plan, bidding process and establishment of dairy farm.</li> <li>ii. Formulation of farm management plan.</li> <li>iii. Development of business plan for this dairy unit.</li> <li>iv. Identification and framing R&amp;D work concurrent to contemporary world as well as the new frontiers in climate resilient dairy farming and product diversification avenues.</li> <li>v. To assist in procurement of various equipment.</li> <li>vi. To facilitate development of linkage and working relation for sharing the expertise, infrastructure and technical knowhow between this project sub unit and world-class national and international private and government institutes/organizations.</li> </ol>

<p><b>3) An outline of the tasks to be carried out (Scope of services) including transfer of knowledge, if any</b></p>	<p>The consultant (s) have to support and provide the guidance to CAAST project members in</p> <ol style="list-style-type: none"> <li>1. Layout plan for establishment of climate resilient dairy farm unit,</li> <li>2. Selection of elite dairy animals for purchase</li> <li>3. Formulation of management plan for this farm</li> <li>4. Evaluation of land requirement for fodder cultivation and fodder cultivation plan.</li> <li>5. Budgeting, work plan for this dairy unit.</li> <li>6. Purchase of various equipments, instruments, machinery, consumables plan.</li> <li>7. Identification and framing R&amp;D work and product diversification avenues.</li> </ol>
<p><b>4) Schedule for completion of tasks:</b></p>	<p>Most of the work related this project will be done at NAU, Campus however for certain specific works the consultant may have to go the other part of the Gujarat or other parts of India.</p> <ul style="list-style-type: none"> <li>• <b>Duration and Length of the Assignment:</b> The Initial contract period of the assignment will be start from February 01, 2019 till March 31, 2019. The length of this assignment will be about 20 working days However, the length of contract period will be subjected to expansion. But it is based on discretion of committee of NAU.</li> <li>• <b>Financing and Payment Schedule:</b> The assignment will be financed under CAAST project entitled “Establishment of Secondary Agriculture Unit for Skill Development in Students and Farmers at NAU, Navsari” under National Agricultural Higher Education Project. The payment will be made in two installments based upon submission and approval of the final report related with all deliverables. This Contract shall come into effect on the date the Contract is signed by both Parties or such other later date as may be stated in the TOR.</li> <li>• The Consultant shall begin to carrying out the Services not later than the number of days after the Effective Date stated in TOR.</li> <li>• Unless terminated earlier, Contract shall expire at the Effective Date as specified in the TOR.</li> </ul>
<p><b>5) Description of key professionals whose CVs would be evaluated</b></p>	<p><b>Educational Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Ph. D. degree in veterinary and animal science subject</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Should have expertise in managing farm/livestock production management department.</li> <li>• Substantial data management expertise: using MS Excel and relational databases.</li> <li>• Strong analytical and problem-solving skills.</li> <li>• Demonstrated ability to set priorities and to work with minimum supervision in order to meet changing deadlines.</li> <li>• Fluency in English and Hindi language.</li> <li>• Preferably should have worked with reputed international organization/institution as a consultant.</li> </ul>

<p><b>6) Outputs and Deliverables (List of reports, schedule of deliveries, period of performance etc.)</b></p>	<p><b>Outputs and Deliverables</b></p> <p>The Dairy consultant shall support CAAST project sub unit and contribute substantively in writing report in English language containing the following information: Farm management plan, including:</p> <ul style="list-style-type: none"> <li>• Farm layout plan</li> <li>• Construction plan and activities</li> <li>• Input purchase of various equipments, instruments, machinery, consumables, feed <i>etc.</i></li> <li>• Fodder and feeding plan</li> <li>• Herd management plan</li> <li>• Breeding plan</li> <li>• Housing improvement plan</li> <li>• Research plan</li> <li>• Product diversification plan</li> <li>• Consultant suppose to submit interim report or final report and data set as may be the case</li> </ul>										
<p><b>7) Data, services, personnel and facilities to be provided by the Client</b></p>	<p>The CAAST project sub unit will provide office space, means of communications and other resources required for smooth implementation of the assignment.</p>										
<p><b>8) Composition of review committee to monitor consultants' work</b></p>	<p>A review committee will formed to monitor the progress and performance of the service provider <i>i.e.</i> consultant. The composition of the review committee will be as follow:</p> <table border="1" data-bbox="462 1081 1380 1251"> <tr> <td>Hon. Vice Chancellor</td> <td>Chairman (<i>de facto</i>)</td> </tr> <tr> <td>DR of Research &amp; Dean PGS</td> <td>Executive chairman</td> </tr> <tr> <td>Nodal Officer, NAHEP-CAAST</td> <td>Member Secretary</td> </tr> <tr> <td>Co-PI of CAAST (Unit-3)</td> <td>Member</td> </tr> <tr> <td>Co-PI of CAAST (Unit-3)</td> <td>Member</td> </tr> </table>	Hon. Vice Chancellor	Chairman ( <i>de facto</i> )	DR of Research & Dean PGS	Executive chairman	Nodal Officer, NAHEP-CAAST	Member Secretary	Co-PI of CAAST (Unit-3)	Member	Co-PI of CAAST (Unit-3)	Member
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<p><b>9) Procedure for review of progress reports, inception, status, final draft and final reports</b></p>	<p>The review committee will meet monthly or Executive Chairman can convene the special meeting at point of contract period to monitor the progress and performance.</p>										
<p><b>10) Others</b></p>	<p><b>A) Modifications or Variations</b></p> <p>Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party.</p>										
<p><b>11) Force Majeure</b></p>	<p>For the purposes of this Contract, "<i>Force Majeure</i>" means an event which is beyond the reasonable control of a Party and which makes a Party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.</p>										

<b>11.1) Extension of Time</b>	Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of <i>Force Majeure</i> .
<b>11.2) Payments</b>	During the period of their inability to perform the Services as a result of an event of <i>Force Majeure</i> , the Consultant shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.
<b>12) Termination</b> <b>12.1) Termination by the Client</b>	<p>The Client may terminate this Contract in case of the occurrence of any of the events specified in following paragraphs</p> <p>(a) If the consultant does not remedy a failure in the performance of their obligations under the contract, within thirty (30) days after being notified or within any further period as the client may have subsequently approved in writing.</p> <p>(b) If the consultant becomes insolvent or bankrupt.</p> <p>(c) If the consultant, in the judgment of the Client has engaged in corrupt or fraudulent practices in competing for or in executing the contract.</p> <p>(d) If, as the result of <i>Force Majeure</i>, the Consultant are unable to perform a material portion of the Services for a period of not less than sixty (60) days.</p> <p>(e) If the client, in its sole discretion and for any reason whatsoever, decides to terminate this contract.</p>
<b>12.2) Termination By the Consultant</b>	<p>The Consultants may terminate this contract, by not less than thirty (30) days' written notice to the client, such notice to be given after the occurrence of any of the events specified in following paragraphs</p> <p>(a) If the client fails to pay any money due to the consultant pursuant to this Contract.</p> <p>(b) If, as the result of <i>Force Majeure</i>, the consultant is unable to perform a material portion of the services for a period of not less than sixty (60) days.</p> <p>(c) If the client fails to comply with any final decision reached as a result of arbitration.</p>
<b>12.3) Payment upon Termination</b>	<p>Upon termination of this Contract the Client shall make the following payments to the Consultant:</p> <p>(a) payment for services satisfactorily performed only prior to the effective date of termination</p>
<b>13) Conflict of Interests</b>	<p>The consultant shall hold the client's interests paramount, without any consideration for future work and strictly avoid conflict with other assignments or their own corporate interests. The consultant shall not accept for their own benefit any trade commission, discount or similar payment in connection with activities pursuant to this contract or to the services or in the discharge of their obligations under the contract and the consultant shall use their best efforts to ensure that the personnel, any sub-consultants and agents of either of them similarly shall not receive any such additional payment. The consultant shall not engage and shall cause their personnel as well as their sub-consultants and their personnel not to engage, either directly or indirectly, in any business or professional activities which would conflict with the activities assigned to them under this contract.</p>

<b>14) Confidentiality</b>	Except with the prior written consent of the client, the consultant and the personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the services, nor shall the consultant and the personnel make public the recommendations formulated in the course of, or as a result of, the Services.
<b>15) IPR and Publication</b>	All IPR and publication rights will remain with the client only. The consultant will not claim any IPR and will not publish any report/findings <i>etc.</i> in any form without prior permission of the client.
<b>16) Arbitration</b>	<ul style="list-style-type: none"> <li>• It is hereby agreed between the two Parties that TOR shall be executed in manner and form outlined in this Agreement. Any dispute, controversy, difference of any kind whatsoever or claim arising out of or in relation to this Agreement, or the breach, termination or invalidity thereof, shall be settled amicably by negotiation between the Parties. If no amicable resolution or settlement is reached within a period of thirty (30) days from date on which above-mentioned dispute or difference arose, such dispute or difference shall be referred to an Arbitrator, appointed by mutual consent of both the Parties herein.</li> <li>• If the Parties cannot agree on the appointment of an Arbitrator within a period of two months from the notification by the party to the other of existence of such dispute, then the Arbitrator shall be appointed by NAU-Navsari.</li> <li>• The seat of arbitration shall be Navsari and arbitration shall be conducted in English language.</li> <li>• The arbitration will be carried out in accordance with the provisions of Indian Arbitration and Conciliation Act of 1996 or of any modifications or re-enactments thereof.</li> <li>• The arbitral award will be final and binding, subject to legal remedies available under the law.</li> <li>• Existence of any dispute or difference or initiation or continuance of arbitral proceedings shall not postpone or delay performance by Parties of their respective obligations under or pursuant to this Agreement. Further, this Agreement shall remain subsisting and operative during the arbitral proceedings and no payment due and payable to either Party shall be withheld except payment in dispute, if any.</li> <li>• This Agreement shall be governed by, construed and enforced in accordance with the prevailing laws of India.</li> </ul>
<b>17) Recommended Presentation of Proposal</b>	<p>Given below is the recommended format for submitting your proposal. The following headings with the required details are important.</p> <p>CVs with a proposed methodology addressing the elements mentioned under deliverables must be submitted by 5<sup>th</sup> January, 2019 electronically <i>via</i> email: <a href="mailto:caastnau@gmail.com">caastnau@gmail.com</a></p> <p>Incomplete applications will not be considered and only candidates for whom there is further interest will be contacted.</p> <p>Proposals must include:</p> <ul style="list-style-type: none"> <li>• CV or written form addressing the evaluation criteria and why you consider yourself the most suitable for this assignment. The selected</li> </ul>

	<p>candidate must submit a signed form prior to contract award.</p> <ul style="list-style-type: none"><li>• 3 professional references most recent</li><li>• A brief methodology on how you will approach and conduct the work</li><li>• Financial Proposal specifying the daily rate and other expenses, if any</li><li>• Letter of interest and availability specifying the available date to start and other details.</li></ul> <p><i>Queries about the consultancy can be directed to the <a href="mailto:caastnau@gmail.com">caastnau@gmail.com</a></i></p>
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17. **Training details relevant to the position applied** (mention 2-3 most relevant training, attach certificates ):

Sl.	Title of the Training program	Duration of Training	Training organized by

18. **Membership of Professional Associations/Societies**

Sl.	Name of Association/Society	Type of membership	Remarks

19. **Total Professional Experience** : \_\_\_\_\_ Years \_\_\_\_\_ month(s)

20. **Details of Professional Experience** (Starting from latest \*\*) (attach copies of experience certificates):

Sl.	Designation	Organization	From (mm/yyyy)	To (mm/yyyy)	Summary of Services provided

\*\* Attach evidentiary proof.

21. **Total Experience as consultant** : \_\_\_\_\_ Years \_\_\_\_\_ month(s)

Provide most relevant similar works/assignment undertaken that best illustrates suitability for the position applied (Add tables as per activity with following format)

<b>Name of Assignment or Project:</b>	
<b>Year(s):</b> (from – to)	
<b>Name &amp; address of employer</b>	
<b>Contact No &amp; Working email address of employer (for the sake of reference/testimonial)</b>	
<b>Main Features of the Project/ assignment:</b>	
<b>Position held:</b>	
<b>Activities Performed/Services Provided:</b> (Maximum 100 words)	

22. Write a brief note describing why would like to be associated with us : (Maximum 100 words)

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23. Languages proficiency: (please tick ✓)

Sl.	Language	Read	Write	Speak

24. Have you ever been convicted for any anti-law activity? (If yes give details):

25. Have you ever been blacklisted for performing similar activity : (If yes give details):

26. Have you ever been discharged or forced to resign from any position? ((If yes give details):

**Declaration:** I certify that the statements made by me in this application are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or fraudulence or material omission made herein or in any other document requested by NAU, Navsari would render dismissal and termination of my candidature and contract from the assignment at any point of time, if engaged. Further, I hereby declare that I have not been blacklisted and there is no conflict of interest with ongoing works.

Date :

Signature of the Candidate

Place :

**IMPORTANT Notes:**

1. Submit scanned copy of duly filled and signed application form along with self attested scanned certificates/testimonials/ other relevant documents to [caastnau@gmail.com](mailto:caastnau@gmail.com) on or before 05/01/2019.